

Summer 2023 OVERVIEW ON REGULAR EMPLOYMENT INSURANCE BENEFITS

For CUPE Local 3766 Members Only

This is a guide to assist you through the long process of applying for EI.

PLEASE NOTE: IF YOU HAVE A PENDING DECISION ON A PREVIOUS EI CLAIM DO NOT SUBMIT YOUR REPORT, CONTACT EI AND ASK FOR A DECISION ON YOUR PENDING CLAIM, AS YOU NEED TO FILE ANOTHER CLAIM

Regular Employment Insurance (EI) benefits are payable to clients/members who are capable, available and actively seeking employment from the date they become unemployed or laid off.

How do I know that I'm eligible for EI?

You require 700 (seven hundred) working hours in the last 52 (fifty two) weeks.

Click on the link below to find out:

<https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit/eligibility.html>

What do I need to know before I Start my EI claim?

Click the link below to find out:

<https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit/before-applying.html>

How do I make a new claim or re-activate my current claim?

Click the link below to find out:

<https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit/apply.html>

Who can apply for EI?

*Members, who **have permanent, temporary or casual status**, may be entitled for EI regular benefits.*

When can I claim for EI during the School Year?

- *Christmas Break*
- *February Break*
- *Easter Break*
- *Summer Break (End of June to August)*

Why can I apply for EI during these Breaks?

*The reason why you can apply for EI during these breaks is **because you do not work and are NOT paid during these breaks.***

Do I have a time limit in order to submit an EI claim during these breaks?

You only have 4 weeks to apply for EI benefits after being laid off.

Am I paid for Statutory Holiday during these breaks?

Yes, we are paid for the following Statutory Holidays: If any of these Statutory Holidays occur during the period of an EI claim, please remember to declare that we are paid for these days.

*Labour Day
Thanksgiving Day
Christmas Day
Family Day
Victoria Day*

*Day for Truth and Reconciliation
Remembrance Day
New Years Day
Good Friday*

You will need know the following information before you apply for your EI benefits:

You will be asked a series of questions when applying for EI. Please note that there are many different types of application and each member's circumstances may be different, the information below is to help guide members with some but not all questions, it is dependent on individual circumstances.

Below are some examples of questions you may be asked, some of these questions may not be asked.

”What type of employment insurance benefits would you like to claim?”

Click “Benefits for Employees”

“Are you a part of a group of employees in an apprenticeship program, a work-share program, a group lay-off situation or the automotive industry **AND** you were given a reference code to submit with this application?”

Click “NO”

“What type of benefits are you applying for?”

*Click **REGULAR BENEFITS**; you have lost your job (through no fault of your own) and you are available for and able to work, but can't find a job.*

You will now start your EI application. It will ask you a series of questions like:

- *Social Insurance Number*
- *Date of Birth*
- *Last Name Indicated on your SIN Card*
- *First Name Indicated on your SIN Card*
- *Last Name at Birth*
- *Gender*
- *Parent's last name at birth or Last name of 1 parent at their birth*

You will be given a temporary password (we suggest you take a picture of this reference code with your cell phone).

After the issue of the temporary password, you will be asked more questions like:

- *Preferred language to speak and write in*
- *Personal email address and confirmation of your personal email address*
- *Confirmation of phone number & type of phone*
- *Postal Code (which will retrieve an address – don't forget to add your house number)*
- *Is your residential address different to your mailing address*

Programs and Services

The next screen will ask you to voluntarily disclose personal information, such as, are you Status Indian, Non-Status Indian, Inuit, Metis, Personal with a Disability and/or a Visible Minority? This screen is completely voluntary. If you do not feel comfortable choosing any of these options, you may skip this page by clicking "CONTINUE".

Income Tax Information.

How would you like to access your T-4E? – Choose either online or paper copy.

Personal Tax Credit

Choose Basic or Basic and Spouse.

You must insert a number to indicate the number of children under the age of eighteen (18) as of December 31 of last year.

To change the amount of income tax to be deducted from your EI after you submit your application, call 1-800-206-7218.

Direct Deposit

Have you used direct deposit on a previous claim or employment insurance benefits within the last year (52 weeks). Click "YES" or "NO".

If you answer "YES", they will ask you if you want to use the bank account information you gave them the last time.

If you answer "NO" a drop box will appear giving you an opportunity to submit your direct deposit banking information.

Other Personal Information

- *Indicate your highest level of education*
- *Are you a member of a union or professional association – Click "YES"*
- *Name of the Union or Professional Association – Type "CUPE"*
- *Local or Chapter number – Type "3766"*

Message on Reactivation your existing claim:

Read the message on reactivating your existing claim and click "CONTINUE".

Other employment since establishing your EI claim

Have you worked since you completed your last application for Employment Insurance benefits? Most members will Click "YES" and "CONTINUE".

Last Employer Information

Business Name of your most recent employer – Type “Regina Public Schools”

Area Code and Telephone Number – Type “(306) 523-3000”

First Day Worked – Answers will vary. Please click on the  for clarification on this question. Most members will state April 17, 2023.

Last Day Worked - Answers will vary. Please click on the  for clarification on this question. Most members will click on today’s date, June 29, 2023

Will you be returning to work with this employer? Most members will click “YES”. Most members will click on August 29, 2023

Click “Continue”

Last Employer’s Address

Employers Address – Type “1600 4th Avenue, Regina, Saskatchewan S4R 8C8”

Reason for Separation

Most members will click the box: “There was a shortage of work (includes closure due to COVID-19, layoff, end of contract or season and office closure)”.

Click “Continue”

Last Employment Earnings

What were your normal earnings before deductions (gross earnings)? (Includes earning that are part of your regular salary, vacation pay, shift premiums, incentive, or cost of living bonuses, commissions, and overtime).

Refer to your Atrieve Statement of Earnings and Deductions (found under Employee Statement). Type in your rate of pay – select from the drop box “hour”

Type in number of hours you normally work – select from the drop box “week” DO NOT FORGET TO INCLUDE YOUR SUPERVISION (LUNCH/PLAYGROUND) IN THE TOTAL HOURS WORKED.

How many days did you normally work? Most members will responds with 5 days, per week

Indicate the number of hours you worked each day during your last week of employment starting from Sunday until your last day of work. This number may be different than the last number submitted if you didn't work the full week. Please don't forget to include your supervision hours in your total hours worked for the last week of work.

Vacation Pay Information

*Did you or will you receive vacation pay? Click “Yes”
You will be asked, was your vacation pay:*

*For members on a contract, click “Paid at a specific date(s) each year (Anniversary date)
For casual members, click “Included with each pay”*

All members specify date is June 30th 2022

Do you know the gross amount? Click yes, and provide the amount that is stated on your June 30th Atrieve statement of earnings.

Click "CONTINUE".

Based on your answers to the previous questions, we have calculated your gross earnings in your last week of employment as: ANSWERS WILL VARY Do you agree with this amount? If correct, click "YES" and "CONTINUE"

If not correct, click "NO", and the reason for this is "Supervision pay diff" see explanation below.

Insert the correct amount, and click continue

The amount is automatically calculated and may be different due to a difference between your supervision rate of pay and hourly rate of pay. If this amount is not correct, you'll click "NO" you will be asked to type in the correct amount. Type in the correct amount of gross earnings, including your supervision rate based on \$24.53/hour. When asked to state a reason why, please type in, "supervision pay diff".

Other Monies Information

Have you received or will you receive any of the following monies from this employer from another source?

Check all appropriate boxes; please remember you've already reported your vacation pay, there is no need to report it again. As well, there is no statutory holiday pay day to report, we are not paid for July 1, as we are laid off.

Click "continue"

Other Monies Details– this question may not be asked

Please provide the details on the appropriate boxes you may have clicked; most members will not be asked this question as they had nothing to report in the previous question.

Job Title Information– this question may not be asked

Enter your job title – i.e. Educational Assistant

A drop box will appear – Select a job title from the list provided

Highlight the appropriate title and Click "CONTINUE"

ROE Information-Last Employer

*Do you want to add a record of Employment to your application? Click "no"
Click "CONTINUE"*

Or this question may be asked: We need a Record of Employment (ROE) covering this period of work to process your claim.... Click "I have paper Record of Employment and will submit it or have submitted it to Service Canada or employer submitted the Record of Employment electronically". Click "CONTINUE"

New: another screen will appear informing you that you can now add paper records of employment to your application, unless you have a paper copy from another employer, Click "NO" you do not want to add a record of employment to your application as RPS submits our ROE's directly to EI. Click 'CONTINUE'

Other Employers

If you have already reported your period of work with our employer do not report again here for the same period.

This only applies to members who have had other employment other than RPS, in the past year.

Since last filing for EI, have you worked for another employer and stopped working because you quit, were dismissed or suspended, were on strike or locked out, or were on leave of absence.

Or

In the last 52 (fifty-two) weeks, did you have any other periods of work? (with the same employer or other employers)

Click "yes" or "no" Answers will vary depending on if you worked another job.

You must give Service Canada any paper Records of Employment from employers in the last 52 (fifty-two) weeks. This extra information helps determine your eligibility for EI.

Click "CONTINUE".

If the following questions apply to you, answer the questions.

If this does not apply to you – Click 'NO' and continue

Information on Quebec Parental Insurance Plan Benefits

Workers' Compensation Payments

Information on Pensions

Business Relationship Information: **This question may not be asked**

Benefit Period Extention: **Since the last filing, have you been in jail? I hope you click "NO"**

Click "CONTINUE"

Self-Employment Information

Are you self-employed, other than fishing or farming? Click "YES" OR "NO"

Farming Information

Do you or will you declare farming income on your Income Tax Return? Click "YES" OR "NO"

Course or Training Program

Are you taking or will you be taking a course or training program? Click "YES" OR "NO" then "CONTINUE"

Availability Information – Pregnancy

For members who want to access Maternity Leave benefits in the next 52 weeks, please answer the question.

It is important to note, your future paid Maternity Leave Benefits may be impacted by applying for EI regular benefits. To qualify for Maternity Benefits, you will have to work 600+ hours to access fully paid benefits. If you have not worked these hours previous to starting your Maternity Benefits, your Maternity Leave will be allocated to your Regular EI claim and will be subjected to 52 weeks from start of the EI claim, and not 52 weeks from the start of your Maternity Leave. What could be impacted is being paid for a full year of Maternity Leave Benefits.

Please contact EI for more information before applying for EI regular benefits if you want to access future Maternity Leave Benefits.

Are you pregnant or have you given birth in the last 17 (seventeen) weeks? Click "YES" OR "NO".

*This is important, even if your newly pregnant, please click "yes, then another screen will pop up asking questions
Click "CONTINUE"*

Third Party Assistance

Did someone assist you in completing this application? Click "YES" OR "NO" then "CONTINUE"

Medical Documents- Upload Medical Certificate

Do you want to add a medical certificate to your application now? Click "YES" if you have an electronic copy of your medical note(s). Otherwise click "NO" and you will be provided instructions after you submit your application on how to upload your medical certificates at a later date.

If you previously click "YES" please select the medical documents you want to add by check off the second box "hand written medical certificate or other medical document" you will now be able to upload your medical note(s).

Variable Best Weeks– this question may not be asked, if you wish to apply for the best variable weeks, please wait until your claim has been approved and then you can submit a paper copy of your best variable weeks. Many members choose to apply for the best variable weeks, as it may increase your weekly EI benefit rate.

Variable best weeks are the weeks of work (except self-employment) when you earn the most money. If your insurable earnings vary from week to week, we will calculate your EI benefit rate based on the best weeks in your qualifying period (generally the last 52 (fifty two) weeks of work, or since the start of your last EI claim).

Please give the following for each week (Sunday to Saturday) that you earned the most money:

- The dates; and
- Your gross weekly pay (before deductions) including any supervision, vacation and statutory holiday pay

*In the last year if your worked less than 14 (fourteen) weeks – answer "YES" or "NO".
Most of us will answer "NO".*

*Did your earnings vary over the last 52 (fifty two) weeks? - answer "YES" or "NO".
Most of us will answer "YES" (if you got paid for Lunchroom/Playground supervision)*

*Were your average gross weekly earnings (before deductions) in the last 52 (fifty two) weeks equal to or greater than \$1042? - answer "YES" or "NO".
Most of us will answer "NO".*

If you cannot give this information now and would like to give it later, you can download and print the Variable Best Weeks Form at the end of the application.

If you prefer not to give this information or we do not receive the information before our claim is finalized, we use the information on file to determine your benefit rate.

Either provide the information or click "CONTINUE".

Workforce History **Some of these questions may not be asked**

During the last two years, were you at any time:

- In receipt of Workers' Compensation? Click "YES" OR "NO".*
- Unable to work for medical reasons? Click "YES" OR "NO" if yes, you will need to give additional information, such as the dates you were unable to work due to medical reasons. When asked if you were in receipt of "preventative withdrawal payments" the answer is "NO"*
- In receipt of Preventative withdrawal payments? This will only apply to people who qualify for Quebec WCB, most members will click "No"*
- In receipt of group wage loss insurance benefits (Long Term Disability - LTD)? Click "YES" OR "NO"*
- Prevented from working due to a labour dispute (strike or lockout)? Click "NO,*
- On a training course to which you were referred by a designated authority? Click "YES" OR "NO" the answer should be no, but if yes, you will need to give additional information*
- In jail and you were found guilty of any of the charges? Click "YES" OR "NO" (I hope you answer "NO"!!)*
- In receipt of a payment from the Wage Earner Protection Program? Click "NO"*

Rights and Responsibilities

Employment Insurance and You: A Shared Responsibility

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Read and click "CONTINUE"

Rights and Responsibilities

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Read and click "CONTINUE"

Rights and Responsibilities

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Your Responsibilities

Read with due care and attention and click "CONTINUE"

Rights and Responsibilities

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Other Important Information

Read with due care and attention and click "CONTINUE"

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Absences from Canada

Read with due care and attention and click "CONTINUE"

Rights and Responsibilities

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Other Important Information

Read with due care and attention

Click "I accept my rights and responsibilities" and click "CONTINUE"

Attestation

Read with due care and attention

Click "I _____ your name _____ Accept the above attestation and want to submit my Application for Employment Insurance Benefits online" and click "SUBMIT"

Confirmation of Information

You will receive a confirmation number.

Write down this number, take a picture on your cell phone or print the confirmation page.

Exit the Confirmation Page

This document is for informational purposes only, each member/EI applicant will have varying degrees of individual circumstances that could affect how you should respond to the questions asked. If you have any specific questions related to your personal claim, you can visit the EI office at 1783 Hamilton Street

You can also phone EI at 1-800-206-7218.

Good luck!

Have a fantastic summer break!

Jackie Christianson

President - CUPE Local 3766